SWPM

SW PROJECT MANAGEMENT

CARBON

CARBON REDUCTION PLAN

20
26

MEASURING PROGRESS.
REDUCING IMPACT.

SUPPLIER

SW Project Management Limited

Publication date: August 2026

Director Approval – Simon Wells

NET ZERO

BY 2045

COMMITMENT TO ACHIEVING NET ZERO

SW Project Management Limited is committed to achieving Net Zero greenhouse gas emissions by 2045.

Baseline emissions footprint: 2022

Baseline emissions are the reference point against which SWPM measures progress. The 2022 baseline has been restated using the final checked carbon assessment and SWPM's current scope classification. This replaces the earlier summary figures in the 2025 plan.

SWPM is a construction consultancy delivering project management, cost management, quantity surveying and Employer's Agent services. Its corporate footprint is dominated by business travel and homeworking rather than construction-site fuel or material consumption.

29.79 2022 baseline tCO2e	**7.78** 2025 full-year tCO2e	**73.9%** reduction from 2022 to 2025

Reporting boundary

- Operational-control approach for SWPM's UK activities.
- Scope 1 includes direct sources owned or controlled by SWPM; none are recorded in the current assessments.
- Scope 2 includes electricity associated with the company electric vehicle under SWPM's reporting approach.
- The required Scope 3 categories 4, 5, 6, 7 and 9 are reported separately.

Basis of calculation

- Activity data is converted to tCO2e using the UK Government factor set applicable to each reporting year.
- Business travel is calculated from mileage, flight, rail, taxi, hotel and other travel records.
- Homeworking utilities and waste are estimated from documented daily rates and employee-specific working days.
- The latest completed annual comparator is the 2025 reporting year.

Emissions scope, method and data source

The table below provides the reporting basis used for SWPM's 2022 baseline and its latest completed full-year assessment for 2025.

Emissions source	SWPM reporting scope	Method and data source
Scope 1 - direct emissions	No company-owned or controlled petrol, diesel, gas or refrigerant source is recorded in the assessment worksheets.	Reviewed through company vehicle, utility and expense records. Employee homeworking gas is reported in Scope 3 rather than Scope 1.
Scope 2 - company EV electricity	Electricity associated with the company electric vehicle, classified as Scope 2 in SWPM's current reporting approach.	Mileage or charging-related activity is converted using the annual UK Government battery-electric vehicle factor applicable to the vehicle class.
Scope 3 - Category 4	Upstream transportation and distribution.	No corresponding activity is recorded. Reported as zero, with applicability reviewed annually.
Scope 3 - Category 5	Waste generated in operations.	Includes water treatment, recycling waste and landfill waste. Activity is estimated from staff-specific working days and annual conversion factors.
Scope 3 - Category 6	Business travel.	Includes employee-owned vehicle mileage, flights, rail, taxi/land travel, sea travel where applicable, and hotel stays. Travel from home to business meetings is treated as business travel.
Scope 3 - Category 7	Employee commuting and homeworking.	Current assessments include homeworking electricity, natural gas and water. Commuting is included where activity data is available.
Scope 3 - Category 9	Downstream transportation and distribution.	No corresponding activity is recorded for SWPM's consultancy services. Reported as zero, with applicability reviewed annually.

Baseline and current emissions reporting

Baseline emissions reporting | 1 January to 31 December 2022

Emissions	tCO2e	Included sources / note
Scope 1	0.0000	No direct combustion source recorded.
Scope 2	0.0000	No company EV activity recorded in 2022.
Scope 3	29.7897	Category 5: 0.3070 | Category 6: 24.4813 | Category 7: 5.0014 | Categories 4 and 9: 0.
Total emissions	**29.7897**	**2022 baseline.**

Scope 3 Category 6 business travel represented approximately 82% of the 2022 baseline.

Current full-year emissions reporting | 1 January to 31 December 2025

Emissions	tCO2e	Included sources / note
Scope 1	0.0000	No direct combustion source recorded.
Scope 2	0.1137	Company electric vehicle electricity / travel classification.
Scope 3	7.6707	Category 5: 0.0046 | Category 6: 5.6714 | Category 7: 1.9948 | Categories 4 and 9: 0.
Total emissions	**7.7843**	**73.9% below the corrected 2022 baseline.**

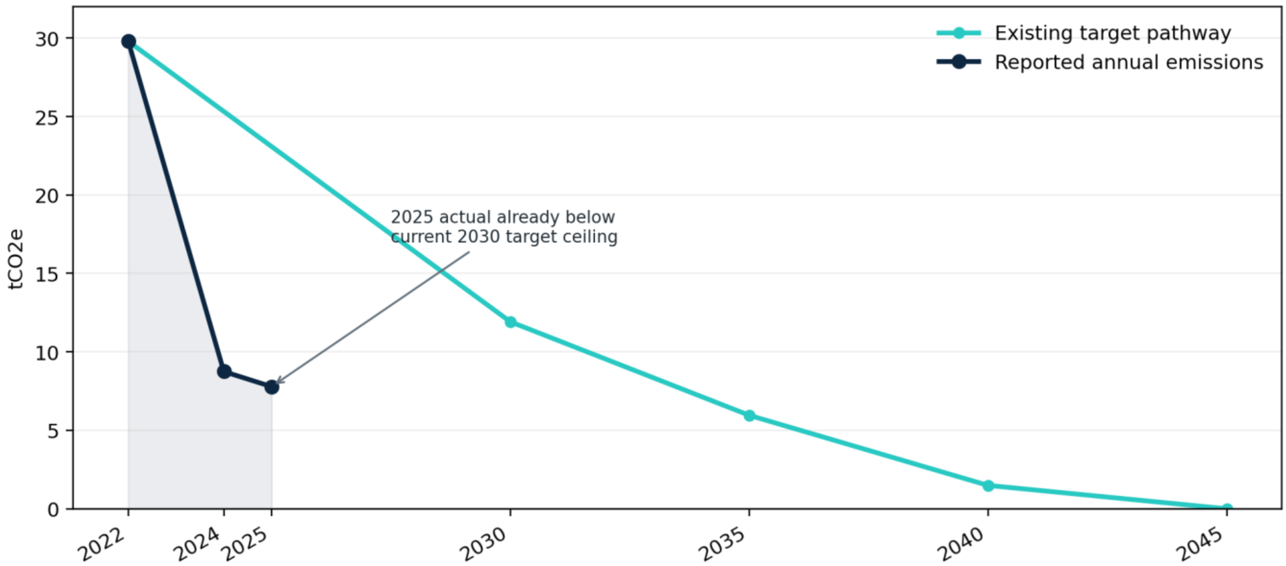
Business travel remained the largest source in 2025, accounting for approximately 72.9% of the total footprint.

Emissions reduction targets

SWPM's current plan commits to Net Zero by 2045 and sets percentage reductions against the 2022 baseline. The projected emissions values below have been recalculated using the corrected 2022 baseline of 29.79 tCO2e.

Milestone	Reduction vs 2022	Corrected target ceiling	Position
2030	60%	11.92 tCO2e	Already exceeded by the 2025 full-year result.
2035	80%	5.96 tCO2e	Next material milestone under the current plan.
2040	95%	1.49 tCO2e	Deep reduction milestone.
2045	Net Zero	Residual emissions minimised	Residual emissions neutralised only after feasible reductions.

Reported progress and existing target pathway



Carbon reduction initiatives and performance insights

Measures implemented to date

- Transition away from petrol and diesel company vehicles, supporting fleet electrification.
- Use of renewable electricity for office operations where SWPM directly procures the supply.
- Hybrid and remote working supported by digital-first project delivery and cloud-based systems.
- Paper-light working practices, reducing printing, document transport and avoidable travel.
- Energy-efficiency measures including LED lighting and presence controls where applicable.
- Improved segregation, reuse and recycling of operational waste.
- Annual carbon assessments updated with the relevant UK Government conversion-factor set.

Priority areas for continued reduction

- Apply a clear travel hierarchy and challenge avoidable high-carbon journeys.
- Capture complete distance, vehicle and fuel data at source rather than relying on retained assumptions.
- Support staff with practical homeworking energy-efficiency guidance.

Progress to date

Using the corrected final assessments, SWPM reduced its reported annual footprint from 29.79 tCO2e in 2022 to 7.78 tCO2e in 2025. This is a 73.9% absolute reduction and is materially stronger than the 43% reduction stated in the previous summary plan.

Future carbon reduction initiatives: 2026-2030

The following programme focuses on the sources that are material to SWPM and on controls that can be applied during the delivery of client contracts.

Workstream	2026-2030 actions	Evidence / control
Business travel	Introduce a rail-first and virtual-first hierarchy where practical; combine site visits; use lower-emission hire vehicles; require justification for air travel; promote EV use.	Travel policy, approval records, mileage logs, trip distance and mode data, quarterly hotspot review.
Fleet and EV charging	Complete the transition of company vehicles to electric or lower-emission options by 2030 and maintain accurate vehicle-class and charging data.	Vehicle specifications, mileage and charging evidence, annual factor review.
Homeworking energy	Issue energy-efficiency guidance covering heating controls, equipment shutdown and efficient workspace use; explore staff renewable-tariff engagement.	Annual staff survey, homeworking methodology record, documented daily assumptions.
Supply chain	Introduce proportionate environmental questions for material suppliers and request carbon information where relevant to service delivery.	Approved supplier register, procurement questionnaire, supplier declarations and action tracking.
Operational waste	Continue paper-light processes, reuse equipment, segregate waste and use compliant disposal routes for electrical and office items.	Waste records, asset disposal evidence, document-control and procurement records.
Data assurance	Reconcile carbon data quarterly; use the current Government factor set; retain evidence; document estimates; close outstanding vehicle and timesheet fields.	Quarterly carbon log, calculation workbook, assumption register, internal audit and management review.

Approach to offsets

SWPM will prioritise measurable reductions within its operations and value chain. Offsetting will be considered only for residual emissions after practical reduction measures have been implemented, using credible and independently verified schemes.

Reducing clients' carbon and building capability

Carbon through project delivery

As a project and cost management consultancy, SWPM can influence decisions beyond its own operational footprint. This influence is not counted as an avoided-emissions credit in the corporate footprint.

- Include carbon as a project risk, opportunity and decision criterion where relevant to the client brief.
- Promote retrofit-first options, efficient building services and renewable-ready solutions.
- Support whole-life carbon consideration, modern methods of construction and lower-carbon material choices.
- Use procurement, programme and cost information to make carbon implications visible to clients.
- Request proportionate environmental information from contractors and consultants during appointments.
- Track project-level carbon actions through governance, reporting and close-out where included in scope.

Education and competence

The effectiveness of the plan depends on consistent decisions by directors and employees. SWPM will build practical competence rather than relying on policy statements alone.

- Brief all staff on the travel hierarchy, evidence requirements and carbon reporting responsibilities.
- Build carbon awareness into project management, cost management and procurement activities.
- Use ISO 14001 training and the internal audit process to test environmental controls as the management system develops.
- Share annual performance and material hotspots with staff, including corrective actions.
- Review lessons learned from client projects and apply relevant improvements across the business.

Proposed management indicators

Indicator	Purpose	Review	Forward direction
Absolute annual tCO2e	Track progress against the 2022 baseline.	Annual	Reduce while maintaining transparent boundary and methods.
Business travel tCO2e	Manage the principal emissions hotspot.	Quarterly	Reduce avoidable travel and increase lower-carbon modes.
Complete travel records	Improve calculation assurance.	Monthly	Move toward 100% complete distance, vehicle and fuel information.
Carbon actions closed	Test delivery of this programme.	Quarterly	Close actions by due date or agree corrective plans.

Governance, review and data improvement

The Director team is accountable for this Carbon Reduction Plan. Progress will be reviewed through the management system, with actions assigned to named owners and corrective measures agreed where performance or data quality falls below expectation.

Control	Requirement	Frequency
Carbon data reconciliation	Reconcile mileage, travel, hotel, vehicle and homeworking inputs against source evidence.	Quarterly
Management review	Review emissions, progress, hotspots, targets, risks and action status.	Quarterly / annually
Annual calculation update	Apply the Government conversion factors relevant to the reporting year and retain calculation evidence.	Annual
Internal audit	Test scope classifications, source evidence, formulas, assumptions and completion of actions.	Annual
Plan approval and publication	Obtain director/board approval, sign off the plan and publish the latest version on the UK website.	Within 6 months of year-end

Data-improvement priorities for the next reporting cycle

- Obtain complete employee travel and time records for the entire reporting period.
- Record vehicle fuel type, engine or vehicle class, ownership status and mileage consistently.
- Retain route-distance evidence for rail, taxi and other land travel where supplier data does not provide distance.
- Confirm and document the homeworking methodology, standard working calendar and treatment of leave and overtime.
- Maintain a clear assumptions and exclusions register so that year-on-year changes are explainable.
- Review whether additional Scope 3 categories are material to SWPM as supplier and procurement data improves.

Declaration and sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and the associated reporting standard for Carbon Reduction Plans.

The emissions have been calculated and recorded using the Greenhouse Gas Protocol corporate reporting principles and the UK Government conversion factors relevant to each reporting year. Scope 1 and Scope 2 emissions and the required subset of Scope 3 categories are presented using SWPM's documented reporting boundary and methodology.

The plan will be reviewed annually. Before publication, it must be approved by the board of directors or equivalent management body and signed off by a director.

Approved by	Simon Wells
Job title	Director
Approval body	Board of Directors / equivalent management body
Date of approval	03/08/2026
Director sign-off	

Reporting sources and references

1. **SWPM baseline assessment:** ENV-203 Carbon Footprint Assessment 2022 - Final Checked.xlsx
2. **SWPM current full-year assessment:** ENV-206 Carbon Footprint Assessment 2025 - Final Checked.xlsx
3. **PPN 006 technical standard: https://www.gov.uk/government/publications/ppn-006-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts**
4. **UK Government GHG conversion factors: https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting**
5. **GHG Protocol Corporate Standard: https://ghgprotocol.org/corporate-standard**
6. **GHG Protocol Scope 3 Standard: https://ghgprotocol.org/scope-3-calculation-guidance-2**